

**THE DISTRICT OF COLUMBIA  
DEPARTMENT OF YOUTH REHABILITATION SERVICES  
POLICY AND PROCEDURES MANUAL**

<b>POLICY NUMBER:</b>	<b>DYRS-002</b>
<b>RESPONSIBLE OFFICES:</b>	<b>Committed and Detained Services Administrations</b>
<b>EFFECTIVE DATE OF POLICY:</b>	<b>March 5, 2012</b>
<b>SUPERSEDES POLICY:</b>	<b>YSA-9.8, 9.19, and 9.22</b>
<b>SUBJECT:</b>	<b>Identification and Searches of Staff, Visitors, Vehicles, and Youth at DYRS Secure Facilities</b>

**I. PURPOSE**

The purpose of this policy is to establish guidelines and procedures for presentation of identification and searching all staff, visitors and vehicles that enter the DYRS secure facilities (New Beginnings Youth Development Center and the Youth Services Center), as well as youth in custody in the facilities, for weapons, drugs, other contraband, or any other items that may jeopardize the health or safety of youth, visitors, staff or others in the facilities.

**II. POLICY**

DYRS requires identification and searches of visitors, DYRS staff, and youth at DYRS secure facilities in order to:

- A. Prevent the introduction of weapons, drugs, or other contraband into DYRS facilities;
- B. Detect the manufacture of weapons or other items that may jeopardize the health or safety of youth, staff and visitors;
- C. Discover and suppress illegal drug trafficking; and
- D. Control entry into and exit from the facilities.

**III. AUTHORITY**

This policy is governed by all applicable District of Columbia and Federal laws including DYRS Establishment Act, D.C. Official Code §§ 2-1515.01 *et seq.* (2008) and the District of Columbia Personnel Manual (DPM), Chapters 16 and 18.

**IV. SCOPE**

The policies and procedures herein shall apply to every person who enters the secure side of New Beginnings Youth Development Center or the Youth Services Center.

**V. DEFINITIONS**

- A. Authorized Vehicle – Any vehicle leased or owned by the District of Columbia (District) and used for official government business (noncommercial vehicle); any vehicle used for the purpose of making deliveries to a secure facility (noncommercial or commercial vehicle); and any vehicle entering a secure

DYRS facility perimeter with a valid work order (commercial vehicle). Staff and volunteer vehicles and visitor vehicles are not authorized vehicles.

**B. Authorized Items for Employees and Official Visitors – Items that are permitted into DYRS secure facilities are:**

1. small purses and/or wallets to carry personal identification;
2. keys;
3. feminine hygiene items;
4. single serving meals (only in clear plastic containers) (facility employees only);
5. beverages (only in unopened plastic containers) (facility employees only);
6. prescription medications needed for emergency use, (e.g., asthma inhalers and epi-pens; daily dose quantities only; see Section VI.A.9 below for notification requirement);
7. equipment for use by DYRS staff while conducting audits and inspections approved by the Superintendent;
8. DYRS-issued cell phones, laptops, computers or other DYRS-issued tools or equipment used by DYRS employees in the performance of their duties, approved by the Superintendent;
9. coats;
10. plastic forks and spoons for individual use; and
11. any other item authorized by the Superintendent or his/her designee.

Staff should keep items #4, 5, and 10 in the food preparation area, and #9 in their lockers when the items are not in use. At YSC, staff may not take items #4 and 10 beyond the staff lounge.

**C. Canine searches – Searches with dogs for the purpose of confiscating and removing any illegal drugs from DYRS facilities and identifying and apprehending any DYRS staff, youth, or visitors who introduce such drugs into a DYRS facility.**

**D. Chain of Custody Form – The form used by DYRS to locate and account for the transfer or transport of contraband.**

**E. Checkpoint Entrance – Staff and visitors' primary entrance into a secure DYRS facility.**

**F. Contraband – Any item possessed by youth, visitors or staff that is illegal or expressly prohibited by those charged with the responsibility for the administration and operation of a secure DYRS facility. Unauthorized items include:**

1. alcohol or alcoholic beverages;
2. aerosol cans (i.e., hairspray, paint, deodorant);
3. art supplies, unless approved in advance by the Superintendent or his/her designee;
4. black jacks;
5. brass knuckles;
6. cameras;
7. can openers;
8. cell phones other than DYRS-issued cell phones, unless approved in advance by the Superintendent or his/her designee;
9. CDs, unless authorized as set forth in Section VI.A.10 below;
10. chewing gum;
11. cigarette lighters;
12. clothing for youth in the facility, unless authorized by the Superintendent or designee;

13. DVDs, unless authorized as set forth in Section VI.A.10 below;
14. earpieces for cell phones (e.g., Bluetooth devices);
15. electronic games (not authorized by the Superintendent or designee);
16. explosive materials or devices;
17. firearms of any kind;
18. hazardous materials (e.g., gasoline, lye, poisons, unapproved cleaning fluids, acids);
19. headphones;
20. illegal drugs, including K2 or any other synthetic versions of illegal drugs;
21. jewelry (e.g., rings, watches, chains, bracelets, necklaces) (youth only);
22. knives or "shanks" of any kind;
23. laptops, iPods, iPads, handheld video games, or similar electronic devices, unless authorized as set forth in Section VI.A.10 below;
24. mace;
25. magic markers, unless approved in advance by the Superintendent or his/her designee;
26. matches;
27. metal eating utensils (e.g., forks, spoons, knives);
28. money (youth only);
29. nail polish;
30. needles;
31. non-prescription medications (see Section VI.A.9 below for procedure for DYRS employees and visitors who need to take non-prescription medications during their shifts or visits);
32. open beverage containers;
33. over-the-counter (non-prescription) drugs, unless authorized as set forth in Section VI.A.8 below;
34. paint;
35. pens and pencils (youth only);
36. pepper spray;
37. personal handcuffs and leg irons ;
38. personal pagers;
39. prescription medications (except for medications for emergency use, as authorized in V.B.6 above; see Section VI.A.9 below for procedure for DYRS employees or visitors who need to take prescription medications during their shifts or visits);
40. razor blades;
41. sexually explicit materials (e.g., pornography, magazines, drawings, sketches, etc.) (Note that just because materials pertain to lesbian, gay, bisexual, transgender, questioning, or intersex youth (LGBTQI) or issues does not mean that they are sexually explicit. DYRS will make decisions on each item separately.)
42. slap sticks;
43. tear gas;
44. tobacco products (e.g., cigarettes, chewing tobacco);
45. umbrellas (should be kept on non-secure side of operations);
46. videos (VHS, DVD, CD), unless authorized as set forth in Section VI.A.10 below; or
47. any other item that would compromise the safety and security of visitors, youth, contractors, volunteers or staff, as determined by the Superintendent or designee.

- G. Emergency Call Down List – The list of DYRS and District of Columbia government officials to be notified in the event of emergencies.
- H. Employee – An individual hired by DYRS in a particular employment capacity, or an individual assigned to DYRS to provide services to youth in the care and custody of DYRS. "Employee" has the same meaning as "staff."

- I. Exit Procedures – A process used to determine authorization for an individual to exit from secure DYRS facilities.
- J. Frisk or Pat Search – A search for concealed contraband that consists of a pat down of the clothing of staff, visitors, or youth.
- K. Law Enforcement Official – An individual who is a member of a law enforcement agency (e.g., Metropolitan Police Department).
- L. Metal Detector – A handheld device or walk-through screening device to determine the presence of metal objects.
- M. Official Visitor – Any DYRS employee; officer, agent or representative of a government agency; consultant; contractor; or volunteer who enters any secure DYRS facility to conduct official government business or provide a service to DYRS.
- N. Perimeter – The entrance to DYRS property at the initial checkpoints (i.e., the gate house at New Beginnings Youth Development Center and the front door of the Youth Services Center).
- O. Probable Cause – Probable cause exists when the facts and circumstances within one's knowledge are sufficient to warrant a prudent person to believe that an individual has engaged in or is engaging in conduct that violates the law or DYRS policies, including but not limited to possession of a weapon, drugs, or other contraband. Probable cause must be based on specific facts and individualized suspicion regarding a specific person. The standard of "probable cause" does not require certainty; rather, it is a level of probability that would lead a reasonable person to act with respect to a particular visitor or youth.
- P. Property Search – A search of the property of a visitor or DYRS employee in which security staff at the checkpoint entrance visually examine the property and put the property through the metal detector. Security staff at the checkpoint shall not put food or liquids through the metal detector.
- Q. Reasonable Suspicion – Reasonable suspicion exists when one has sufficiently reliable information to objectively reach a common sense conclusion that an individual has engaged in or is engaging in conduct that violates the law or DYRS policies, including but not limited to possession of a weapon, drugs, or other contraband. Reasonable suspicion must be based on specific facts and circumstances. Reasonable suspicion is more than a hunch but less than probable cause.
- R. Sally Port – A designated entry/exit point for individual and vehicular traffic.
- S. Secure Facility – A locked residential facility that provides structured twenty-four hour care for youth in the care and custody of DYRS (i.e., New Beginnings Youth Development Center and the Youth Services Center).
- T. Security Perimeter – A secure area within the perimeter of the facility, e.g., where youth are securely housed, or inside the initial sally port, or behind a locked entrance such as the Youth Services Center loading dock.
- U. Strip Search – A search during which a person is required to remove his or her clothing.

- V. Unofficial Visitor – An individual who enters a DYRS facility for any reason other than to conduct government business or provide a service to DYRS (e.g., family members, tour participants).
- W. Unusual Incident Report – The documentation of unusual incidents involving youth (e.g., fights or injuries).
- X. Visitors – Official and Unofficial Visitors.
- Y. Weapon – An object that may be used to injure another person such as a knife or firearm, or any object or instrument used in an aggressive or intimidating manner.

## **VI. PROCEDURES**

### **A. Searches of All Persons Entering DYRS Secure Facilities**

1. All visitors and all DYRS employees shall enter a DYRS secure facility through the checkpoint entrance.
2. All visitors and DYRS employees entering a DYRS secure facility shall be subject to a search of their persons and property for the purpose of detecting weapons and other contraband.
3. DYRS staff or other responsible security staff at the checkpoint entrance shall search visitors and DYRS staff entering the building with a physical pat search, electronic hand device, and metal detector, and shall conduct a property search. The property search shall include packages, handbags, and briefcases. All persons entering a DYRS secure facility shall empty their pockets and place personal items in a basket before they go through the metal detector in the lobby. The basket with personal items shall be passed through the metal detector.
4. DYRS staff or other responsible security staff at the checkpoint entrance shall deny entry to any person who refuses to submit to a search of his or her person or property. DYRS staff shall document the incident and notify the Manager on Duty.
5. DYRS staff or other responsible security staff at the checkpoint entrance shall deny entry to any person for whom there is probable cause to believe that the person is concealing a weapon or other contraband. DYRS staff shall document the incident and notify the Manager on Duty.
6. Female visitors and DYRS staff shall be scanned with an electronic hand device when no female staff is available to conduct a pat search. Facility administration shall endeavor to staff the entrance point with a male and a female staff so that pat searches may be conducted on all persons entering the facility.
7. DYRS staff shall not physically search youth in any manner that is humiliating or degrading or for the purpose of determining the youth's physical anatomy. Transgender youth may request that either a male or female staff member conduct a strip search when such searches are required, using a form provided by DYRS. Staff shall accommodate this request when possible and consistent with maintaining the security of the facility. As soon as staff become aware that a youth is transgender, staff shall explain to the youth that he or she has the option of requesting that searches be conducted by staff of either sex.

8. The Superintendent of a DYRS secure facility or his/her designee may authorize a specific visitor or DYRS staff to take into a facility an item that would otherwise be considered contraband under Section V.F (e.g., non-DYRS-issued laptop).
9. DYRS staff and official visitors who take a prescription medication for emergency use into a facility, pursuant to Section V.B.6 above, shall notify the Medical Unit of the facility and Human Resources that they have such medication in their possession at the time they enter the facility. DYRS staff and official visitors at New Beginnings who need to take prescription or non-prescription medication during their shift or their visit shall lock such medication in their lockers and shall notify the Medical Unit and Human Resources that the medication is locked there. DYRS staff at the Youth Services Center who need to take prescription or non-prescription medication during their shift or their visit shall lock such medication in their car, or in a visitor locker. Facility management will allow DYRS staff or visitors to retrieve their medication at the time they need to take the medication. DYRS staff and visitors shall have in their possession the prescription bottle or physician's order for any medication that they take inside the secure perimeter of the facility. Any medication without a prescription bottle or physician's order in the possession of a visitor or DYRS staff inside the secure perimeter shall be considered contraband.
10. Any DYRS employee who desires to bring an item into a secure DYRS facility that is not authorized according to this policy, or that requires authorization according to Section VI.A.8, shall submit an "Institution Property Access Approval Form" for consideration and approval by management.
11. A family member of a youth in a DYRS secure facility who brings an infant into the facility for a visit with the youth may take one bottle of formula, one diaper, and two (2) wipes in a clear plastic bag into the secure perimeter.
12. All law enforcement officials entering the secure area of a DYRS facility shall enter through the checkpoint entrance and shall secure their weapons and sprays (e.g., mace, pepper spray). The weapons and sprays shall be placed in a locked area prior to entry into the secure area of the facility. DYRS staff shall conduct a metal detector, electronic hand device, and pat down search of the law enforcement officials. This provision does not apply to law enforcement officials who bring youth to a DYRS facility through a sally port but do not go into the secure operations area of the facility.

**B. Identification Procedures for All Persons Entering DYRS Secure Facilities**

1. The only visitors permitted to visit youth in secure DYRS facilities are:
  - a. parents or guardians of the youth;
  - b. siblings;
  - c. other parent of a youth's child (if the other parent is under the age of 18, the parent may only visit the youth if the parent brings the child);
  - d. youth's child, with the parent or custodian of the child;
  - e. youth's attorney of record and the attorney's staff, and
  - f. other adults with a close relationship to the youth or other family members, with the approval of the Superintendent or designee.

2. All persons over the age of fourteen (14) shall present a valid, government-issued photo identification to DYRS or other security staff at the checkpoint entrance. Visitors under the age of 18 may present a school ID card. The identification must contain the following:
  - a. name;
  - b. address; and
  - c. date of birth.
3. All visitors under the age of fourteen (14) shall present a valid government-issued photo identification (e.g., school ID card) or be accompanied by a parent or guardian with valid, government-issued photo identification, unless otherwise approved by the Superintendent or his/her designee.
4. All DYRS employees entering any secure DYRS facility shall present a valid DYRS-issued employee photo identification or valid government-issued photo identification.
5. Attorneys and others working for legal representatives of youth shall present a District of Columbia or state bar card or Public Defender Service credentials or other comparable identification in addition to valid, government-issued photo identification.
6. DYRS staff at the checkpoint entrance shall hold the identification of all persons other than DYRS employees at the checkpoint entrance until the person leaves the facility.
7. Visitors entering the secure side of the New Beginnings Youth Development Center (NBYDC) to visit a youth shall not be allowed in the non-secure administration area without the approval of the Superintendent or designee.
8. Visitors entering the non-secure administration area of NBYDC to visit staff shall not be allowed in the secure side of the NBYDC. If such visitors wish to visit the cafeteria, theater, or some athletic event on the campus, the visitors shall exit the non-secure administration area and re-enter the facility through the checkpoint entrance.
9. Visitors entering the non-secure area at the Youth Services Center shall not be allowed into the secure area of the facility until they have been searched and identified as required by the procedures in sections A and B.

**C. Vehicles Entering or Exiting a Sally Port or Secure Perimeter**

1. The vehicle entrance shall be used for police and delivery vehicles entering and leaving the facility. The vehicle entrance is connected to the facility with a sally port. To eliminate the possibility of escape through the entrance, departing vehicles shall be carefully monitored and shall comply with all vehicle search procedures listed below:
  - a. DYRS staff assigned to the gatehouse, sally port, control center, and perimeter shall control the vehicular flow of traffic into and out of the facility. DYRS staff shall conduct a complete search of all vehicles entering and exiting DYRS secure facilities.
  - b. DYRS staff shall conduct vehicle searches according to the checklist located on the Vehicle Entering and Exiting Search Sheet.
  - c. At least one side of the vehicle sally port door shall remain closed at all times.

- d. No personally-owned vehicle (POV) may enter the sally port or secure perimeter unless approved by the Superintendent or his designee.
- e. DYRS staff shall not permit any person to walk through the vehicle sally port or enter the sally port area unless that person is a DYRS staff member assigned to the sally port who is conducting a vehicle search or an MPD officer using the entrance doors to gain entrance to the sally port.
- f. DYRS staff shall use the "Vehicle Entering and Leaving Sheet" to log in and out all vehicles entering and exiting DYRS secure facilities. DYRS staff shall accurately reflect the time in and out of the facility and the tag number of the vehicle.
- g. DYRS shall screen authorized vehicles (commercial and noncommercial) to determine the vehicle's purpose at the facility. If the Superintendent or his/her designee determines the purpose is not necessary for the performance of authorized business at the facility, DYRS staff shall deny the vehicle access to the facility.
- h. When a commercial vehicle enters a DYRS secure facility:
  - (1) DYRS staff shall contact the appropriate person in the facility to serve as the escort for the driver and any passengers in the vehicle.
  - (2) DYRS staff shall list the name of the business, the name and type of identification of the driver and any passengers, the name of the escort, and the license number of the vehicle.
  - (3) DYRS staff shall conduct a pat down search of the driver and any passengers and inspect the vehicle using the "Vehicle Checklist Sheet".
  - (4) DYRS staff shall ensure that, if the vehicle carries tools, the vehicle has a locked tool box and the tools are locked in the box. If the vehicle carries tools but does not have a locked tool box or the tools are not locked in the tool box, DYRS staff shall:
    - (a) Deny the driver and any passengers access to the facility;
    - (b) Notify the Manager on Duty; and
    - (c) Keep the sally port closed until the Manager on Duty determines what further action to take, if any.
  - (5) If DYRS staff finds contraband on the driver or passenger or in the vehicle, or determines there is probable cause that contraband is present, DYRS staff shall:
    - (1) Deny the driver and any passengers access to the facility;
    - (2) Notify the Manager on Duty; and
    - (3) Keep the sally port closed until the Manager on Duty determines what further action to take, if any.
  - (6) DYRS staff shall not allow the driver and passenger(s) to leave the area unless they are accompanied by an escort.

- (7) The driver and passenger(s) shall be accompanied by an escort at all times when they are inside the secure perimeter of a DYRS facility.
- i. When a commercial vehicle exits a DYRS secure facility:
  - (1) DYRS staff shall conduct a complete search of the vehicle according to the Vehicle Entering and Exiting Search Sheet and ensure that no unauthorized property is in the vehicle.
  - (2) DYRS staff shall identify all persons in the vehicle and ensure that no unauthorized person is in the vehicle.
  - (3) If DYRS staff has questions concerning the identity or proper authorization of an outgoing vehicle, DYRS staff shall call the Manager on Duty and the Control Clerk for verification prior to allowing the individual(s) to exit the facility.
- j. All "Vehicle Entering and Exiting Search Sheets" shall be collected and reviewed daily by the Manager on Duty and placed on file in the respective facility for a period of six (6) months.

**D. Identification and Searches of Persons Exiting DYRS Secure Facilities**

1. DYRS staff at checkpoints shall not allow any person to exit a DYRS secure facility until such staff has positively identified the person exiting by comparing the person to their government-issued photo identification.
2. Visitors and contractors with packages, equipment cases and toolboxes shall submit these items to the escort officer for inspection before exiting.
3. No DYRS employee, visitor, or contractor may exit a DYRS secure facility with any document, equipment, or other item that is the property of DYRS without prior written approval from the Superintendent or designee.
4. DYRS staff at checkpoints shall conduct random searches of the person and property of persons exiting DYRS secure facilities.

**E. Searches of Persons within Facilities**

1. Any staff member who has a reasonable suspicion that a person within the facility, including staff and visitors, possesses contraband shall notify their supervisor and the Manager on Duty. If the Manager on Duty has a reasonable suspicion that the person possesses contraband shall notify the Superintendent or designee. The Superintendent or designee shall conduct a search of the person and his/her property.
2. The Superintendent or designee may conduct random searches of persons within the facility pursuant to written guidelines.

**F. Searches of Youth**

1. Staff Responsibilities

- a. It is the responsibility of all DYRS employees to ensure that youth entering a secure facility, and youth returning from off site, do not bring contraband into the facility.
- b. DYRS staff shall perform searches of youth entering the facility, youth returning to the facility from off site, youth moving from one area of the facility to another, and youth for whom there is reasonable suspicion that they possess contraband.
- c. All searches in DYRS secure facilities other than pat searches shall be performed in the presence of one DYRS staff in addition to the person conducting the search.

## **2. Youth Entering Secure Facilities**

- a. DYRS staff shall conduct a search of the person and property of each youth in DYRS custody entering the facility for the first time, or returning to the facility from off site.
- b. The search shall consist of the following:
  - (1) DYRS staff shall screen all youth entering or exiting the facility for contraband with a metal detector and electronic hand device.
  - (2) Staff shall conduct a thorough search of the property of the youth including handbags and clothing.
  - (3) Staff shall search the inner soles of the youth's shoes.
  - (4) Pursuant to DYRS policy regarding LGBTQI youth, DYRS staff shall not physically search youth in any manner that is humiliating or degrading or for the purpose of determining the youth's physical anatomy. Transgender youth may request that either a male or female staff member conduct a strip search when such searches are required, using a form provided by DYRS. Staff shall accommodate this request when possible and consistent with maintaining the security of the facility. As soon as staff become aware that a youth is transgender, staff shall explain to the youth that he or she has the option of requesting that searches be conducted by staff of either sex.
  - (5) A staff member of the same gender as the youth, or otherwise pursuant to (4) above, shall conduct a pat-down of the youth's outer clothing and an examination of the pockets and/or zippered closings on the youth's clothing.
  - (6) A staff member of the same gender shall conduct a visual strip search of the youth. After the youth has disrobed, staff shall require the youth to squat and cough. A second staff member of the same gender must be present.
  - (7) No youth shall be subjected to a body cavity search unless ordered by the court and approved by the Director of DYRS or his/her designee. Only medical personnel may conduct a body cavity search, and two medical personnel must be present during the search.

## **3. Youth Held in Secure Facilities**

- a. Any staff member who has a reasonable suspicion that a particular youth possesses a weapon or other contraband shall notify their supervisor and the Manager on Duty. The supervisor and the Manager on Duty shall ensure that staff conduct a search of the youth and his/her property.
- b. If there is a reasonable suspicion that a weapon or contraband is concealed in an area of the facility, all youth shall be moved out of the area until staff can thoroughly search the area.
- c. DYRS staff shall conduct a pat search of each youth before and after the youth moves from one area of the facility to another, including movement to or from the school, gymnasium, cafeteria, and medical areas.
- d. Direct care staff in living units shall, on a weekly basis or more frequently, conduct random searches of youth rooms and other areas on the units. Staff shall document such searches in the unit log and on DYRS forms.
- e. The Metropolitan Police Department, Department of Corrections, or other law enforcement entity may conduct canine searches for illegal drugs in DYRS secure facilities, based upon the availability of MPD staff. The canine searches may cover any area of the facility.

#### **4. Youth Rights**

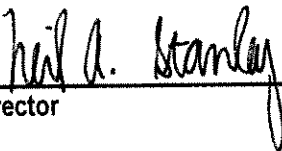
- a. DYRS staff shall conduct searches under circumstances and conditions that ensure maximum dignity and privacy for youth.
- b. Female youth shall only be searched by female staff. Male youth shall be searched by male staff as much as possible, in view of facility staffing.
- c. DYRS staff shall conduct strip searches of youth in an area not visible to others. Medical staff shall conduct body cavity searches of youth in a private area.
- d. Prior to conducting any search, DYRS staff shall explain to the youth the reason for the search, the scope of the search, and what will happen if the search uncovers contraband.

#### **G. Confiscation of Drugs, Weapons, or Other Contraband**

- 1. If DYRS staff or other security staff discover contraband when searching the person or property of a visitor, DYRS employee, or youth housed at a secure facility, the DYRS or security staff shall:
  - a. Immediately confiscate the contraband and place it in a secure location.
  - b. Notify his or her supervisor and the Manager on Duty.
  - c. If the contraband is a weapon or a substance that appears to be an illegal drug, initiate the emergency call down list.

- d. Tag the contraband and document the discovery of contraband on the Chain of Custody Form.
  - e. File an Unusual Incident Report on the incident.
- 2. Once notified of the discovery of contraband, supervisory staff shall:
  - a. Consult with the Deputy Superintendent or Superintendent.
  - b. Ensure that if the contraband is a weapon or a substance that appears to be an illegal drug, the matter was referred to the Metropolitan Police Department pursuant to call down procedures.
  - c. Refer the matter to DYRS Human Resources if the contraband is a weapon or a substance that appears to be an illegal drug and the person in possession of the contraband is a DYRS employee.
  - d. Follow Rule 412 if the person in possession of the contraband is a youth under DYRS supervision.
  - e. If the discovery of contraband is at the checkpoint entrance or outside the secure area of the facility, have the Deputy Superintendent or Superintendent determine the appropriate course of action if the contraband is anything other than a weapon or a substance that appears to be an illegal drug.

Approval of the Agency Director:

  
Director

3/5/2012